

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-38/4
19 October 1959

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: The Chairman
United States Intelligence Board

SUBJECT : Policy on Citing Another Agency's Report

1. The USIB Committee on Documentation has looked into the problem of citing reports. The frequently vague allusions to be found in one report when making reference to another now creates inordinate delays in locating needed references.

2. The Committee has therefore drafted a policy statement pursuant to its responsibilities for promoting means for making optimal use of information of intelligence value and for recommending policy to the Intelligence Board in the field of documentation (DCID 1/4, paras. 2 and 3 a).

3. Recommendation

That the USIB approve the attached policy statement and urge its widespread implementation within the intelligence community.

Paul A. Borel
Chairman
Committee on Documentation

Attachment

25X1

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Citation of Another Agency's Report

The purpose of this policy is to facilitate identification and retrieval of referenced reports by or on behalf of cleared U.S. personnel who need to see the full text.

Whenever it is appropriate and otherwise permissible in a positive intelligence information report of any USIB agency to make reference to a specific positive intelligence information report of another USIB agency, the latter report should be cited by precisely identifying data rather than by vague allusion to "a report from another agency" or similar language.

A report bearing special restrictions on dissemination within the intelligence community (beyond that imposed by the security classification and the need-to-know principle), will not be referenced without the permission of the originator, unless the report in which it is referenced bears equivalent restrictions on dissemination.

CODIB-D-38/3
1 October 1959

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Committee on Documentation

SUBJECT: Citation of Another Agency's Report

1. The attached revision of the CODIB policy statement on "Citation of Another Agency's Report" is issued pursuant to CODIB action of 24 September, (CODIB-M-16, Par. 5) and is circulated primarily for the benefit of CIA's Clandestine Services to permit them to pass on the deletion of their proposed paragraph relating to security classification of citations.

2. Following resolution of the preceding point the final version of the statement, together with an indication of State's reservation of its position pending further coordination in the Department, will be forwarded to the Secretary of the USIB for consideration by the Board.

Secretary

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CODIB-D-38/3
1 October 1959

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